



# Wharton County Junior College

## Leadership Committee Meeting

### 1. Leadership Committee Meeting Minutes

Item	Description
Date	February 1, 2007
Time	1:30 P.M.
Location	Administrative Conference Room

### 2. Attendees

Role	Name
Chair	Betty McCrohan
Minute Taker	Deanna Feyen
Attendees	Pate, Dr. Ty; Kocian, Bryce; Pinson, Dale; Youngblood, Pam; Collins, Leigh Ann; Rehak, Patricia; Stavinoha, Natalie
Absent	Jones, Dr. Dan; Taylor, Dr. Wayne

### 3. Agenda

	Topic	Owner
1.	Report on SACS Orientation Meeting	
2.	QEP-Patricia Rehak	
3.	Completion of the Current Strategic Planning Process	
4.	Strategic Planning – Team Members Review of Process and Consideration of New Process	
5.		

### 4. Information Items

	Description	Date	Participants
1.	SACS Orientation Meeting – Betty McCrohan, Patricia Rehak, and Bryce Kocian attended the SACS Orientation Meeting in Atlanta, Georgia. Vernon College and San Jacinto College are also going through SACS. Pat Rehak attended the SACS liason meeting and Bryce attended the financial meeting. Ms. McCrohan attended the President’s meeting. Pat Rehak discussed the most recent errors made by colleges. Examples are: incomplete faculty credentials, policies, QEP, and student outcomes. Ms. McCrohan stated that Dr. Michael Johnson advised the college to attach documentation to prove your cases, but not to make a long narrative. Dr. Pate will email Dr. Michael Johnson asking for a preliminary visit and a letter to Dr. Belle Wheelan to notify the Commission on Colleges of our intent to		

	complete the process necessary to offer more than 50% of the credits for completion of degrees and certificates via distance learning offered electronically. There will be two opportunities to show you are in compliance; the focus report and the compliance report. WCJC has to be in compliance before the off-site visit. All members should look closely at the packet from the SACS meeting. Pat Rehak had some suggestions, 1.) Make everything as clear as possible without duplications, and 2.) One person should be over every aspect to drive everyone and keep everyone focused.		
2.	Other - Ty asked if we need to provide all services to web classes. Do we have to make them come to classes? Dale announced that if they are required to physically come to class they need to know of this requirement in the beginning. Ms. McCrohan stated that if a person was registering on the web, they would need to be able to contact a counselor, financial aid, or whatever department was needed. All services provided for walk-in students should be offered to web registration students. Ms. McCrohan announced that the new website would be operational on Saturday. The chat room will be delayed but the email correspondence will be working.		
3.	QEP – Pat Rehak made a presentation to the Board of Trustees on the QEP process. Pat provided a brochure which anyone can request from her department . Pat stated that more brochures would be printed after the final QEP plan is finalized. The top vote from the topics of the focus team data review was the first-year student experience, which may include advising, orientation, student engagement, and student study skills. The second choice was Developmental English and Reading, which may include testing and placement, advising, ESL support, and restructured curriculum. Pat made suggestions on courses to offer for a first year student, such as offering a learning frameworks course and a freshman level 3 hour course used as a success course. This should be mandatory for students enrolled in developmental courses. Pat voiced concerns from the faculty teaching developmental classes about being targeted. Ty suggested he send an email reassuring them that the object is to get students what they need to improve their experience at Wharton County Junior College by providing additional support, software, or whatever sources are needed.		
4.	Strategic Planning – Pat Rehak and Leigh Ann Collins took the current Strategic Plan and used the format of Dan Jones’ proposed Strategic Plan. Changes were made to this plan as per the attachment. The team needs an institutional effectiveness report for the year ’05-’06 from Dan Jones before being able to complete the improved strategic plan. It was determined that a complete year cycle has not been completed, therefore, that is the first step for completion. The ’05-’06 year would be the year to complete. The first component is to evaluate the effectiveness of success indicators and the second component is the quantitative report on		

	the institutional response to initiatives and goals by using TRACDAT data, comprehensive PMP's, comprehensive annual reports, and to tie in the non-instructional reports in the process.		
5.			

### 5. Action Items

	New Action Items	Owner	Due Date	Status
1.	Dr. Pate will email Dr. Michael Johnson asking for a preliminary visit and a letter to Dr. Belle Wheelan to notify the Commission on Colleges of our intent to complete the process necessary to offer more than 50% of the credits for completion of degrees and certificates via distance learning offered electronically.	Dr. Ty Pate		
2.	Dale Pinson will do a substantive change report for Continuing Education.	Dale Pinson		
3.	Some items on the Improved Strategic Plan shows no actions on certain strategic initiatives, such as tutoring services.	?		
4.	Dan Jones will be asked to provide an institutional effectiveness report for the year '05-'06.	Dan Jones		
5.				

### 5. Adjournment

		Owner	Due Date	Status
1.	The meeting adjourned at 5:25 P.M.			
2.				